



December 15, 2023

## BIRTHDAY PARTY EDUCATOR JOB ANNOUNCEMENT

### I Job Overview:

<b>Job Title:</b>	Birthday Party Educator
<b>Department:</b>	Facilities & Operations (Rentals)
<b>Classification:</b>	Non-exempt, hourly
<b>Job Type:</b>	Part-time (weekends) with a rare evening
<b>Job Status:</b>	Employee, on an as needed basis
<b>Reports to:</b>	Director of Facilities Operations
<b>Supervisory Role:</b>	No
<b>Travel:</b>	No

### II Job Summary:

This individual will function as an educator to conduct and lead our birthday parties on the weekends and a rare evening. The successful candidate will present NCSL designed curricula and hands-on outdoor experiences for children aged 3-12 along with their parents for our program based B'Earthday Parties. Candidate must be passionate about nature and the environment and be able to convey age appropriate knowledge and enthusiasm.

### III Job Responsibilities & Duties:

#### A. Administrative/Preparatory (25%):

- Communicate, primarily via email, with NCSL staff several times a week for scheduling and logistics involved with arranging and preparing for B'earthday Parties.
- Communicate with renters several days prior to parties to ensure all necessary information is shared.
- Prepare for parties by collecting necessary tools and materials.
- Stay current and work collaboratively with all Nature Center staff to ensure excellence and maintain continuous improvement of NCSL curricula and programs.



#### B. EDUCATION: (70%):

- Present and lead Nature Center B'Earthday Party one-hour programs to children primarily 3-12 years old, as well as adults.
- Conduct hikes and other outdoor activities, as per the program selected, in all seasons or weather conditions.
- Assist families with room setup and facilitation of B'Earthday Party for three-hour contract duration as well as clean up.
- Act as liaison between renter and the facilities by guiding them as needed and inform them of the elevator, kitchen and restrooms.
- Be knowledgeable and enforce NCSL rules and procedures.
- Ensure a positive visitor experience by engaging visitors of all ages.
- Direct guests and answer their questions.
- Work collaboratively with Visitor Services staff to perform inspection of room after a party and ensure the room is left in similar state it was found.

#### C. OTHER: (5%)

- Fifteen hours of hands-on training for the position will be provided by NCSL.
- Participate in staff and rental meetings and events.
- Participate in NCSL signature fundraising events.
- NCSL will provide CPR & Archery certifications, if interested.

#### IV Required Qualifications & Skills:

- Minimum one-year of experience in elementary level education or professional childcare or equivalent experience.
- Ability to hike one-mile in all seasons.
- Possess enthusiasm for the outdoors and a basic knowledge of the natural world.
- Ability to handle live animals such as worms, salamanders, frogs, turtles and corn & rat snakes.
- Ability to take initiative, lead and interact with groups of children as well as adults.
- Excellent interpersonal skills; ability to work with a wide variety of personalities; ability to deal with public and staff with tact, courtesy and diplomacy.
- Excellent verbal communication skills.
- Ability to work both independently and with other staff and volunteers.
- Ability to work weekends and possible evenings with a flexible schedule.
- Exhibit enthusiasm, poise, dependability, have a good sense of humor and positive attitude.
- Ability to problem solve and provide solutions to everyday challenges, including outdoor safety risks to guests.
- Commitment to Nature Center mission, principles, and values (see: [www.shakerlakes.org](http://www.shakerlakes.org)).



## VI Working Conditions:

- Position requires hiking one-mile, climbing stairs, kneeling, sitting and bending.
- This position takes place outdoors along our trails with possible hazards (snow, rain, insects).

## VII Compensation:

- \$90 bonus pay per birthday party.
- \$75 bonus pay per non birthday party.
- \$14/per hour for training and NCSL events.

## VIII Application Procedure:

Email: [careers@shakerlakes.org](mailto:careers@shakerlakes.org)  
Subject Line: Birthday Party Educator  
Requirements: Resumé  
Recommended: Cover Letter

## Posting Date:

December 15, 2023

## Application Deadline:

Until filled

The Nature Center at Shaker Lakes (NCSL), a 501(c)(3) non-profit founded in 1966 and located in the historic Shaker Parklands of Cleveland's eastern inner-ring suburbs. The mission of NCSL is to conserve a natural area, connect people with nature, and inspire environmental stewardship. We are an Equal Opportunity Employer that strives to provide a safe, welcoming, and inclusive working environment. The Nature Center at Shaker Lakes is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. View our mission, vision, and diversity statement online at [www.shakerlakes.org](http://www.shakerlakes.org).